
Mission Need Statement Charter

Background

A Mission Need Statement is the primary document supporting the Acquisition Executive's approval of the mission need (CD-0), and it is required for all capital asset projects having a Total Project Cost greater than \$20 million. MNSs are stand-alone documents that provide the written rationale for the decision to proceed with projects. They are developed during the project initiation phase and after preconceptual planning activities culminate in a determination that a need exists that cannot be met through other than material means. MNSs summarize the analytical process used by programs to evaluate and define the need.

The statement of mission need is defined in terms of mission, goals and capabilities. It describes the need for the project, general parameters of the project, how it fits within the mission of the Department and Program Office, why it is critical to the overall accomplishment of the Department mission, and outlines constraints, interfaces, schedule, and the development plan.

Purpose

The purpose of this Guide is to identify the expectations for the MNS as required by DOE Order 413.3A.

Scope

This guide will provide guidance in creating a mission need statement that fulfills DOE O 413.3A and meets the expectations the appropriate approval authorities. The guide will be organized in alignment with categories of preliminary MNS content:

1. Title Page
2. Statement of Mission Need
3. Analysis to Support Mission Need
4. Linkage of Mission Need to Strategic Plans
5. Importance of Mission Need and Impact if Not Approved
6. Constraints and Assumptions
7. Applicable Conditions and Interfaces
8. Resource Requirements and Schedule
9. Project Development Plan
10. Officially Submitting a Mission Need Statement

Key Interfaces and Dependencies

The Mission Need Statement Guide has key interfaces and dependencies with the following:

- DOE O 413.3A
- DOE Standard 1189
- Other 413 guides

Team Membership, Roles & Estimated Resource Requirements

Individual	Organization	QA Guide Oversight Team	QA Guide Writing Team	Estimated Level of Effort*
Jay Hoffman (Sponsor)				
Kelly Glanz (Team Lead)	CF-20	X	X	.25 FTE
Rick Millikin	EFCOG	X	X	.25 FTE
Mel Frank	DOE-OECM	X	X	.1 FTE
Lenny Mucciario	DOE-EM		X	.1 FTE
Kurt Fisher	DOE-NNSA		X	.1 FTE
Aileen Alex	CF-20	X		.1 FTE

*Note: Alternates and/or additional resources will be utilized, as needed.


Schedule

This guide will be developed, reviewed through two drafts, coordinated through the REVCOM process (after Steering Committee approval) and published by May, 2007. A detailed schedule (plan of action and milestones) will be updated monthly and provided to OECM.

Charter Approvals:

Government Guide

Development Lead:


Kelly Glanz
5/22/07
Date

O 413.3A Guide

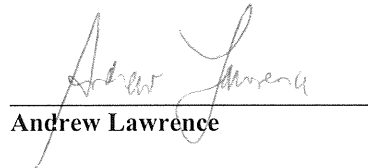
Steering Committee

Members:


Catherine Y. Santana
4-26-07
Date


Jack Surash
4/26/07
Date


Dan Lehman
4/26/07
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4/26/07
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